Contracting Community Highlights

In *Army AL&T* Magazine's "Contracting Community Highlights" section, each feature article is intended to provide in-depth information relative to a contracting organization, mission or process. This issue's feature article, "Tools for Better Contracting," gives an in-depth overview of a one-stop, Web-accessible place to get helpful contracting information. Joe Myers, Procurement Analyst, Army Contracting Agency Northern Region, provides this article as an instructive tool on this concept.

In addition to the feature article and the regular DAR Council Corner, we provide news that highlights a number of our contracting organizations, including the U.S. Army Communications-Electronics Life Cycle Management Command Graduates, 2005 Presidential Award for Leadership in Federal Energy Management, U.S. Army Aviation and Missile Command Award to Support Apache Block III Program and Notice to All Army Requiring Activities.

We appreciate the continued support from the field in providing material for publication, and we hope you find the submissions informative and interesting. If you need more information on any of the topics presented, contact Ann Scotti at (703) 604-7107 (DSN 664-7107) or **ann.scotti @hqda.army.mil**.

Ms. Tina Ballard
Deputy Assistant Secretary of the Army
(Policy and Procurement)

Tools for Better Contracting

Joe Myers

The amount and complexity of work being accomplished in contracting offices and directorates of contracting (DOCs) continues to increase. In addition to contracting regulations and trends that are constantly in flux, requiring activities have customers who also make demands on their time and resources.

To help out, Army Contracting Agency Northern Region (ACA-NR) headquarters staff developed the ACA-NR Toolbox, a one-stop, Web-accessible place where customers — including DOCs, contracting centers and contract specialists — can get helpful information. The site is located on the ACA-NR home page at **http://www.aca-nrhq.army.mil**. Scroll down and click on **Toolbox**. Tools currently available include:

• Non-Standard Clause Review Form — a new downloadable form to use when preparing nonstandard clauses.
• Performance Work Statement (PWS) Scorecard — an interactive tool designed for the two functions involved in PWS preparation for the requiring activity (the user) and the contracting office. Each has a scorecard to rank various PWS characteristics. Once completed, it supplies a "final score" plus a recommendation for improvement based on the PWS' average score.
• Independent Government Cost Estimate (IGCE) Tool — an interactive and practical way for the using/requiring activity to develop an IGCE. Contracting offices can e-mail this tool to their customers. Following the interactive directions, users gain an understanding of the process and receive help in finding the data needed. This tool provides many users with sufficient help to create the IGCE without further assistance. Once the blanks are filled in, the tool automatically creates a form with a signature block for inclusion in the requirements package.
• Performance-Based Service Acquisition (PBSA) tutorial — a tutorial on how to prepare PBSA documentation for the using activity. Starting with the Performance Requirements Summary and PWS, and leading to Quality Assurance Surveillance Plan development, this presentation is designed to be given in a relatively short time period by contracting personnel to users, yet provide detailed instructions for preparing the documents needed to begin the contracting process.

Also on the Web site, clicking on **Reference Library** brings up several resources, including new Web Guides. These interactive resources include a formal desk guide in an easy-to-navigate, Web-based format. The Web Guides provide links to DOD, Army and other agency regulations and guidance. There are also links to training opportunities for both contracting and user activity personnel and other related Web sites. Web Guides are currently available for PBSA and for Green Procurement.

By putting each of these resources in a centrally managed Internet location, we have created a branded approach to helping our customers help their customers. Also, making the tools useful, as well as regularly updating and adding to them, creates increasing interest in the site. The end result will be a useful Web site on many users' "favorites" lists.

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Notice to All Army Requiring Activities

The Army policy memorandum *Proper Use of Non-DOD Contracts*, dated July 12, 2005, established Army policy for reviewing and approving non-DOD contract vehicles when procuring supplies or services on or after Jan. 1, 2005, for amounts greater than the simplified acquisition threshold (SAT). The generally applicable SAT is currently $100,000. This policy applies to all Army Requiring Activities, including requirements officials, item managers, program managers, financial managers, engineers, logisticians, contracting officers and legal counsel. It applies to both direct acquisitions, such as orders placed by an Army contracting or ordering officer against a non-DOD contract, and assisted acquisitions, which include contracts awarded or orders placed by non-DOD organizations using Army funds for required supplies and services. Major command commanders, program executive officers and direct reporting program managers shall ensure that requiring activities comply with this policy, including submitting an annual report titled *The Army Assisted Acquisition Summary Report* no later than Nov. 1 each year.

To view the July 12, 2005, Army policy *Proper Use of Non-DOD Contracts* memorandum, go to **https://webportal.saalt. army.mil/saal-zp/armypolicyuseofnon-dodcontracts.pdf**.

For frequently asked questions, go to **https://webportal. saalt.army.mil/saal-zp/armypolicyuseofnon-dodcontracts-faq.doc**.

The Army Assisted Acquisition Summary Report is available as a downloadable Excel spreadsheet at **https://webportal. saalt.army.mil/saal-zp/armyreportforassistedacquisition.xls**.

DOD is presenting Roadshow Training Seminars on the DOD-wide policy. For more information on when training is available in your area, go to **http://www.acq.osd. mil/dpap/specificpolicy/Proper_Use_of_Non-DoD_Contracts.htm**. Video teleconference links are also available for reaching the local point of contact at the training site.

For more information, contact Ed Cornett in the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology, Policy and Support, at (703) 604-7142 or DSN 664-7142.

Contracting Successes

ACA-SR and IMA SERO Team Receive Federal Energy Management Award. The Army Contracting Agency Southern Region (ACA-SR) and the Installation Management Agency Southeast Region Office (IMA SERO) were honored with the 2005 Presidential Award for Leadership in Federal Energy Management at an awards ceremony held Oct. 27, 2005, at the U.S. Department of State in Washington, DC.

ACA-SR, IMA SERO and the Department of Energy formed a partnership to support the Army's goal of reducing energy consumption and encouraging all Army installations to expand, promote and accelerate use of Utility Energy Savings Contracts and Energy Savings Performance Contracts.

The ACA-SR and IMA SERO directors signed a joint memorandum that provided guidance on using energy efficiency tools and discussed services and products needed to establish more energy-efficient facilities. This guidance was disseminated to the ACA-SR Directorates of Contracting, IMA SERO Garrison Commanders and IMA SERO Directors of Public Works. As a result of the team's proactive efforts, the Army achieved streamlined procurement processes, flexible contracts, relationships with long-standing entities, payments through utility bills, water savings and flexibility in measurement and verification, and saved approximately $23 million in FY04.

At the Oct. 27 ceremony, Vickie Jordan was recognized as the ACA-SR participant and IMA SERO Director Joseph Plunkett, Jerry Kaylor, Georges Dib, Gary Meredith, Tommy Baldwin Jr., Michael Frnka, John R. Stoudenmire and Steve Jackson were recognized as the IMA SERO participants. With ACA-SR's assistance, IMA SERO has been a

leader among the IMA regions in promoting energy efficiency and providing the tools and support to achieve the goals of *Executive Order 13123, Greening the Government Through Efficient Energy Management.*

Kudos to CELCMC Graduates. The U.S. Army Communications-Electronics Life Cycle Management Command (CELCMC) is pleased to announce that the following Acquisition Center personnel have recently graduated from acquisition-related programs.

Carmel Costa, Kenneth MacFarlane and Robert Tiedeman have successfully completed the Darden Business School's U.S. Army Advanced Program in Acquisition Excellence course. The program presented the very latest thinking on acquisition and procurement — the strategic sourcing model. Costa, MacFarlane and Tiedeman all said that this program was one of the best training courses they had experienced and highly recommend it for acquisition professionals.

Judith Anderson, David Fieltsch, William Frantz, Kathrine Freeman, Johanna Hersch, Estelle Klose, Kathleen Rizzo and Diane Meickle are Army Management Staff College graduates of the Non-Resident Class of 2005. They successfully completed the "Sustaining Base Leadership Management" yearlong, non-resident program.

Congratulations to all!

McDonnell Douglas Awarded Contract to Support Apache Block III Program

As a result of U.S. Army transformation initiatives, emerging Future Force (FF) organizational changes and a changing operational environment, the Modernized Apache is integral to achieving air-ground synergy during FF operations. The Apache Block III program's upgraded system architecture, combined with upgraded communications capability, will enable interim FF compatibility. Apache Block III enables incremental insertion of increased operational capabilities, platform system performance and reliability, and is the logical continuation of an Apache program that dates back to the 1970s.

The initial FY05 Non-Recurring Engineering (NRE) effort to support the Apache Block III program was awarded June 28, 2005. A Request for Proposal for the FY05 NRE was
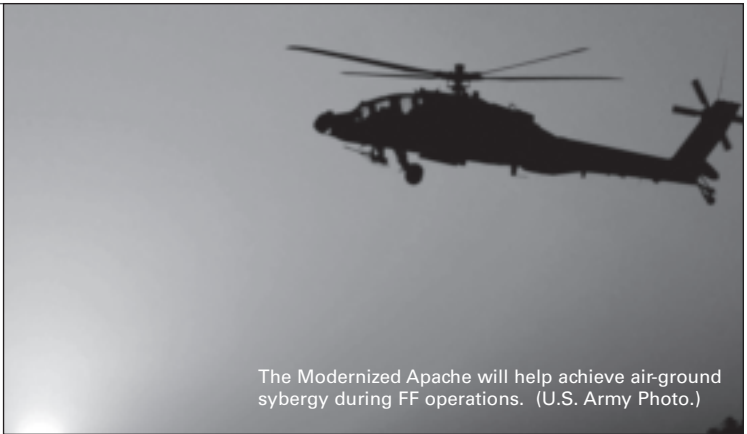
The Modernized Apache will help achieve air-ground synergy during FF operations. (U.S. Army Photo.)

issued Jan. 26, 2005, to the contractor, McDonnell Douglas Helicopter Co., a subsidiary of Boeing. The contractor submitted the formal proposal March 21, 2005. In less than 60 days, the $27-plus million, cost plus fixed fee effort was negotiated and settlement was reached by May 19, 2005. Award was held until June 28, 2005, however, because of Congressional funding re-programming.

The team — which included the Apache Program Executive Office, Aviation and Missile Command's Acquisition Center and Legal Office, Defense Contract Audit Agency, Defense Contract Management Agency and contractor counterparts — successfully used the ALPHA streamlined approach in awarding this contract.

DAR Council Corner

Consider Participating on *DFARS* Committees and *FAR* Teams

The successful implementation of the statutes, executive orders, DOD policy and other regulatory directives in the *Federal Acquisition Regulation (FAR)* and the *Defense Federal Acquisition Regulation Supplement (DFARS)* depends on Army civilian and military personnel volunteers who typically take this part-time responsibility on as an additional duty. These personnel bring subject matter expertise, general policy advice and work experience in several functional areas including contracting, legal, quality assurance, environmental, government property, industrial base, information technology, finance, transportation, utilities, logistics, hazardous material and critical safety. Even if you don't have the subject matter expertise but an interest in working closely and learning more about a part of *DFARS*, then consider this as a hands-on way to explore that interest.

Members of these committees and teams represent the Army and DOD in deliberations on issues presented in *FAR* and *DFARS* cases. Committee teamwork is of the utmost importance across the DOD acquisition community.

As committee and team members transition, an e-mail will be sent to the Army contracting community requesting nominations for a specific *Defense Acquisition Regulations (DAR)* committee or *FAR* team. *DAR* committee members must have a military grade of O-4, O-5 or O-6 or civilian grade of GS-13 to -15 (or payband equivalent). All committee members must be Level III certified.

DAR committee work falls into the "other duties as assigned" category and participants must have supervisor approval to join. Participation is on a part-time basis — approximately 10-25 percent of total workload depending on the committee — with little to no travel required. Each year, *DAR* committee members usually participate in a 1-day, off-site training program. Caseloads fluctuate, depending on the committee. At the beginning of the fiscal year, some cases will be opened as a result of the *DOD Authorization Act*. The *DAR* director requests that committee chairs be local to the Washington, DC, area.

Because there are only five *FAR* teams, caseloads are heavier and probably would involve about 30-35 percent of a permanent member's time and about 10 percent of a rotational member's or supplemental advisor's time. *FAR* meetings are held in the Washington metropolitan area and occur regularly, so it is best for permanent team members to be local. Rotational members or supplemental advisors could be located outside the Washington, DC, area.

Members located outside the DC area may be able to link into meetings via video teleconference (VTC) or conference call. Of course, there is also e-mail. The communication and collaboration means are expanding over time with the Shared Transformation Acquisition Regulations System's (STARS's) implementation, a joint system led by DOD, with NASA and General Services Administration participation, that will develop Internet capabilities to enable real-time collaboration with the committee from one's desk.

A typical *DAR* committee or *FAR* team assignment is 2 years. Because caseloads vary among the *DAR* committees, meetings are scheduled by the respective committee chair as needed. With STARS' implementation, *DAR* committee members can participate either at face-to-face meetings or via telephone conference calls, VTC or, possibly, at your desk through your computer.

There are 25 standing *DAR* committees that work cases related to specific *DFARS* parts. There are five *FAR* teams that work *FAR* cases. These teams are Acquisition Strategy, Acquisition Implementation, Acquisition Finance, Acquisition Law and Acquisition Technology. Ad hoc teams are formed as necessary.

For general information on the *DAR* Council and *DAR* committees, go to the *Defense Acquisition Regulations System* Web site at **http://www.acq.osd.mil/dpap/dars/ index.htm**.

Anyone interested in learning more about these committees in general, or if you'd like to be considered for a committee position as openings become available, please contact Barbara Binney at (703) 604-7113 or DSN 664-7113 or **Barbara.binney@saalt.army.mil**.

Joint Meritorious Unit Award (JMUA) Presented

During an October 2005 ceremony at the Pentagon, Project and Contracting Office (PCO)-Baghdad personnel were presented the JMUA, which was signed by Secretary of Defense Donald H. Rumsfeld. Award recipients included PCO Joint Contracting Command-Iraq, U.S. Army Corps of Engineers (USACE), former Coalition Provisional Authority and former Program Management Office members.

The PCO distinguished itself through exceptionally meritorious achievements from Jan. 1, 2004 to June 30, 2005. During this period, PCO personnel contributed significantly to

U.S. Army MG Daniel Long, former Director, PCO-Baghdad, displays the JMUA citation presented at the awards ceremony held at the Pentagon. Behind Long (left to right) are Claude M. Bolton Jr., Army Acquisition Executive/Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT); Kathye Johnson, Deputy Director, PCO-Baghdad; Dr. Edwin Theriot, Army Corps of Engineers; Dean Popps, Principal Deputy to the ASAALT/Director, Iraq Reconstruction and Program Management; Jim Crum, Director, PCO-Washington; and Lee Thompson, Assistant Deputy Assistant Secretary of the Army (Policy and Procurement), Iraq.

Operation Iraqi Freedom's ongoing success through their commitment and expert stewardship of more than $13 billion in Iraq relief and reconstruction funds. They meticulously planned projects and executed contracts that led to successful completion of more than 1,875 infrastructure, humanitarian and security projects, and provided vital oversight to the 1,019 projects still in progress in the theater of operations.

The PCO staff's dedicated efforts won the hearts of Iraqis nationwide through the rebuilding of essential infrastructure facilities, including 37 power production and transmission projects, 56 transportation projects, 800 schools and 142 primary healthcare facilities. Through their unrelenting efforts, PCO personnel delivered more than 10,000 vehicles and 62 million individual equipment items used by Iraqi forces to reclaim and rebuild their country. The PCO members' exemplary performance brought great credit to themselves and to DOD.

Conferences

Human Capital Conference to Take Place in February

Human Capital Management for Defense (HCMD) 2006 — Meeting Critical Demands Through Seamless Workforce Transformation will take place Feb. 6-8, 2006, at the Renaissance Hotel in Washington, DC.

DOD is anticipating and undergoing the first of a very large retirement wave. In addition, the strategic management of

human capital was the #1 issue on the President's Management Agenda and, therefore, DOD is taking immediate actions to implement how they derive high performance from human capital. HCMD targets DOD personnel responsible for human capital management, operations, manpower, human resources, force transformation, training, recruitment, performance, pay and civilian readiness.

Facing the demands of an aging workforce and an increasingly competitive marketplace would be monumental tasks for any company. For DOD, the Nation's largest employer, overseeing a seamless workforce transformation into a mission-ready, results-oriented agency doesn't end with hiring the right people. It goes beyond integrating the best business practices to put those right people in the right jobs at the right time. A successful strategic HCM system means:

- Using performance metrics to identify skill gaps.
- Fostering long-term career development and promoting employee retention.
- Leveraging technology to support institutional memory.
- Making the DOD workforce mission-ready.

HCMD 2006 is the only cross-service forum that brings together HCM leaders and industry experts to share information. Where private-sector conferences lack the understanding of DOD needs and "closed" DOD-sponsored conferences lack commercial industry insights, HCMD brings together the public sector's ingenuity and a first-hand understanding of DOD's specific personnel needs.
HCMD 2006 key speakers will include:

- LTG Franklin Hagenbeck, Deputy Chief of Staff, G-1, U.S. Army.
- Marilee Fitzgerald, Acting Deputy Under Secretary for Civilian Personnel Policy, Office of the Under Secretary of Defense (Personnel and Readiness).
- Mary Lacey, Program Executive Officer, National Security Personnel System.
- Robert Danbeck, Associate Director and Chief Human Capital Officer, Office of Personnel Management.
- Linda Meeks, Director, Boeing Human Resource Systems.
- Keith Glennan, VP, Chief Technology Officer, Strategy, Architecture and Integration, Northrop Grumman.
- Susan R. Meisinger, President and CEO, Society for Human Resource Management.

For more information or to register, go to **www.hcmd2006.com**.